

CODE ENFORCEMENT POLICY #8-4

September 1, 1991

TO: All Inspection Staff

FROM: Steve Zaccard, Fire Marshal

SUBJECT: ZONING REFERRAL - ILLEGAL OCCUPANCIES

CODE REFERENCE: Saint Paul Legislative Code 62.101

"THIS POLICY IS TO SERVE AS A GUIDE FOR YOUR ENFORCEMENT. EXCEPTIONS TO THIS POLICY SHALL BE APPROVED BY THE FIRE MARSHAL THROUGH YOUR SUPERVISOR".

When investigating a report of an illegal dwelling unit, a complete inspection of the property should be made. Any illegal unit must have all life safety deficiencies corrected in 30 days or the unit vacated. Work must be done under permit, which will require zoning approval. Therefore, the zoning will be checked when the permit is taken out and the zoning status will be determined at that juncture.

Any deficiencies not related to life safety should be corrected only after the zoning check verifies that the unit is legal. Inspectors should carefully indicate in their orders that only life-safety alterations should be made to the building prior to zoning approval.

Do not tell owners to call Zoning Enforcement. Fill out a Zoning Referral Form and send it to Zoning Enforcement; suspend the file until the zoning is verified. If no life safety deficiencies are present in the building, we will defer any action until the Zoning staff replies. Use pin number when available.

Before sending over zoning referrals, check all records in the file as well as on the worksheet. It has been found that referrals are being sent to Zoning that have been previously determined, but the zoning referral was put in the file and not attached to the worksheet.

ejd

cc: Jan Gasterland, Gary Trudeau, Ray Hubbard, Terry Iverson

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